ManDay Utility

User Training

December 2001

Project Overview

- Relevant Project History
  - ManDay is a web-based tool available through the PAED website.
  - AMS created and deployed the system in February 2001 to alleviate problems identified by the Reserve Component Training Pay Work Group (RCTPWG).
  - Functionality was added throughout the Program Objective Memorandum (POM) to support reporting and auditing needs.
  - Added ability to store requirements at the Requested, Validated, Critical and Funded levels.

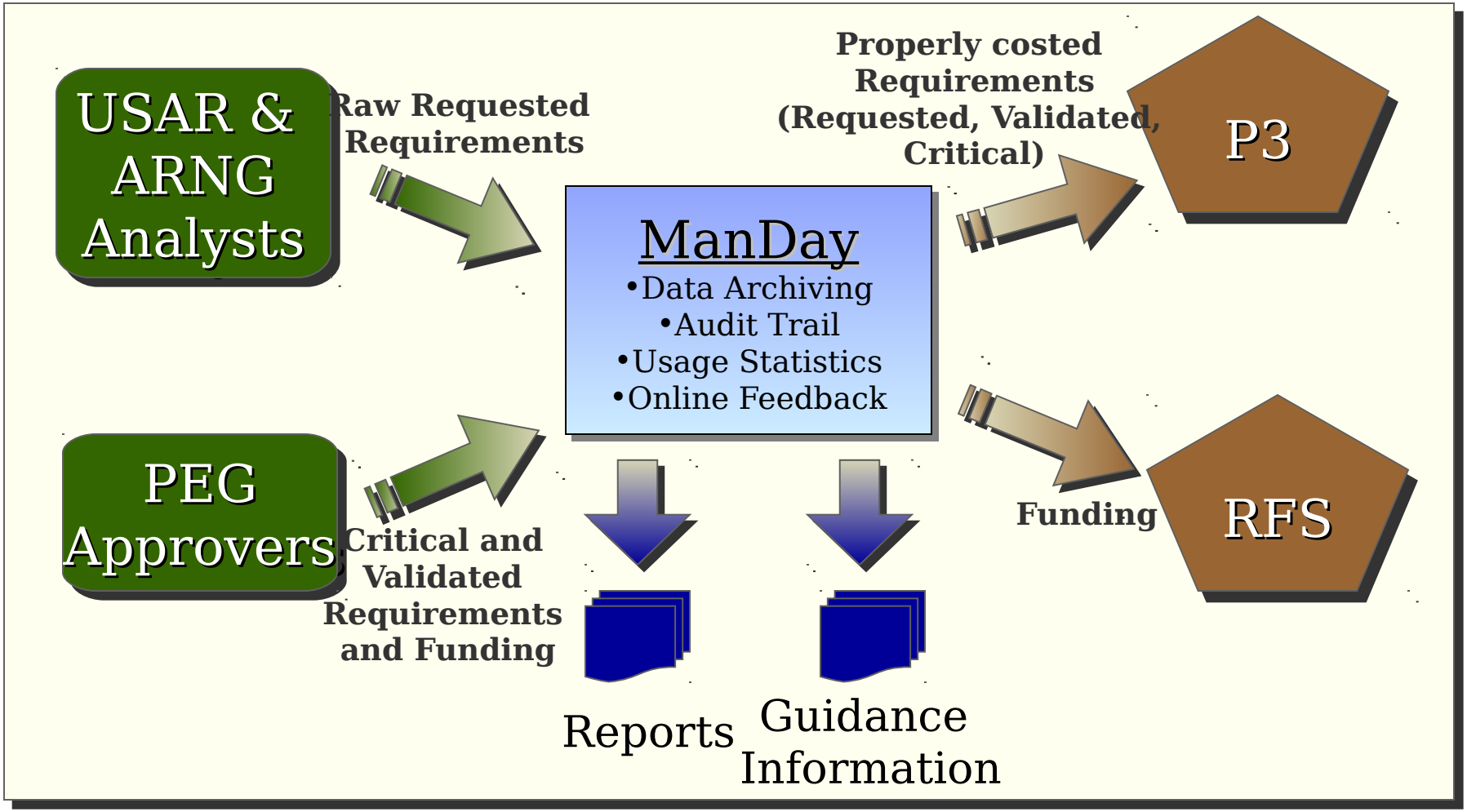
Project Overview

- Why ManDay?
  - Standardizes manday programming across all PEGs and both Reserve Components.
  - Ensures accurate costing of RC mandays by using compo provided rates.
  - Accurately programs retired pay accrual.
  - Provides access to guidance and regulatory information.

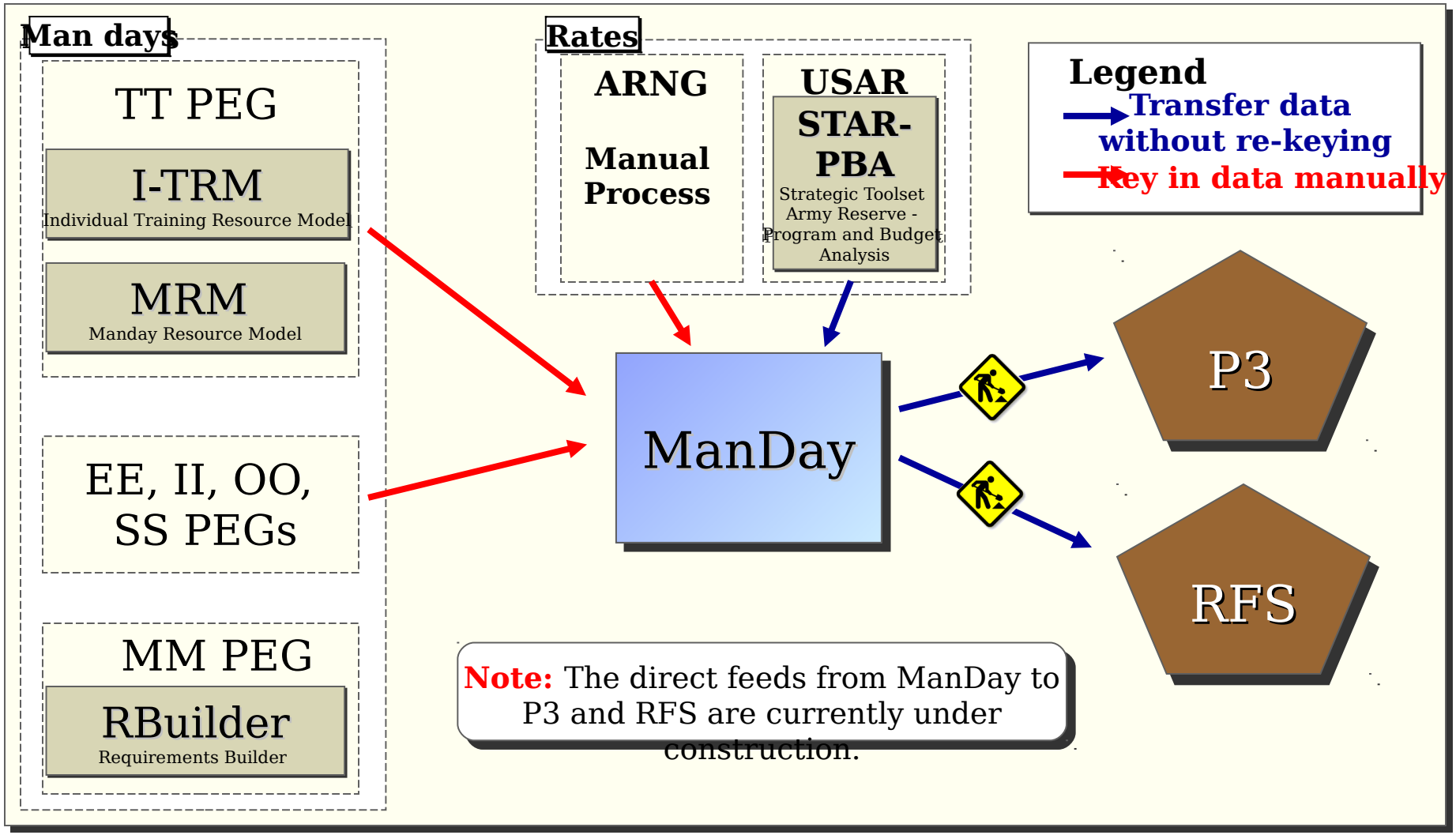
Project Overview

- Current Development Tasks
  - Enhance system to include CMD and APE level of detail.
  - Add additional MDEPs to ManDay.
  - Capability to export spreadsheets in Program, Prioritization, Profile (P3) and Resource Formulation System (RFS) format.

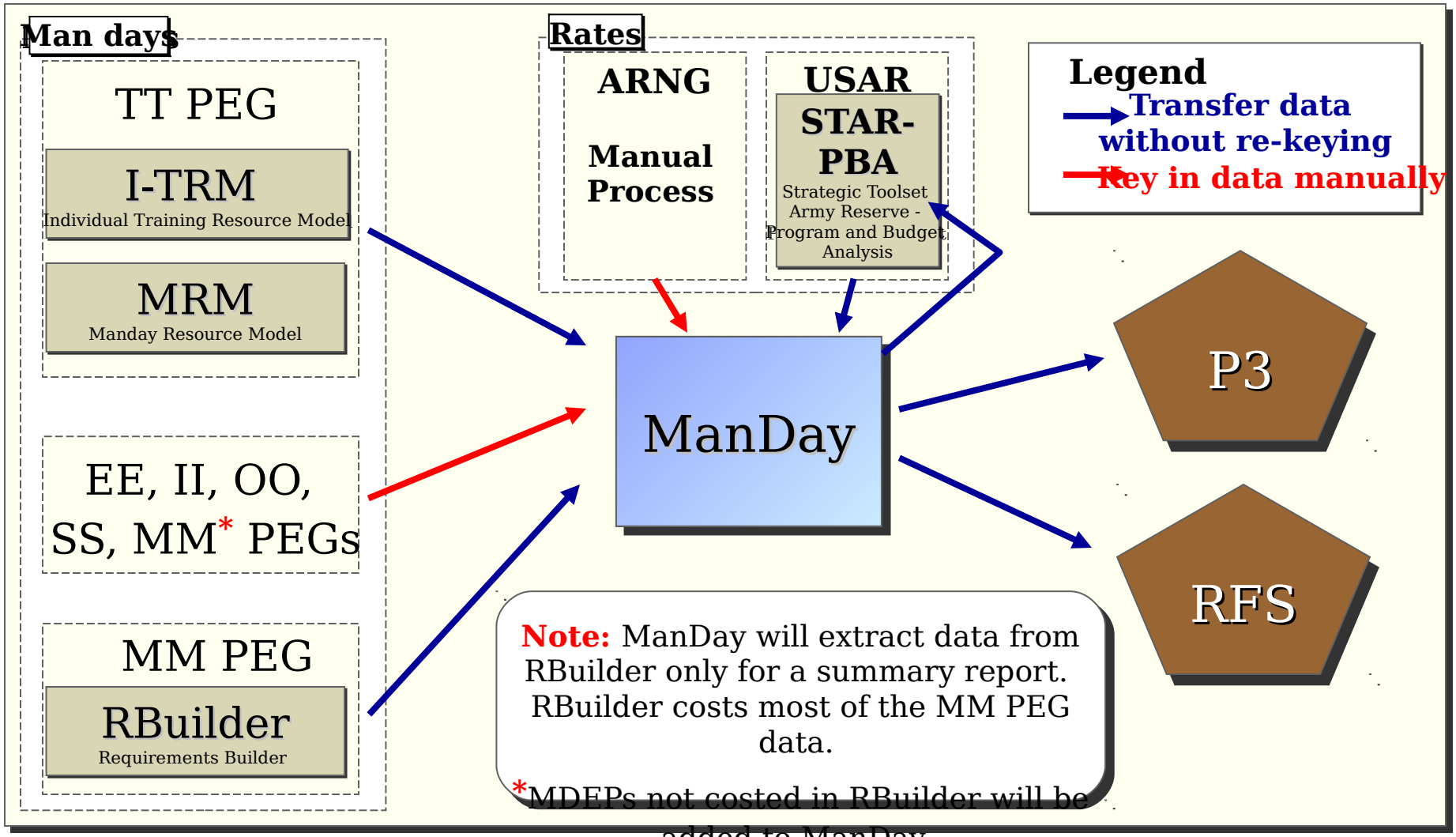
ManDay Model



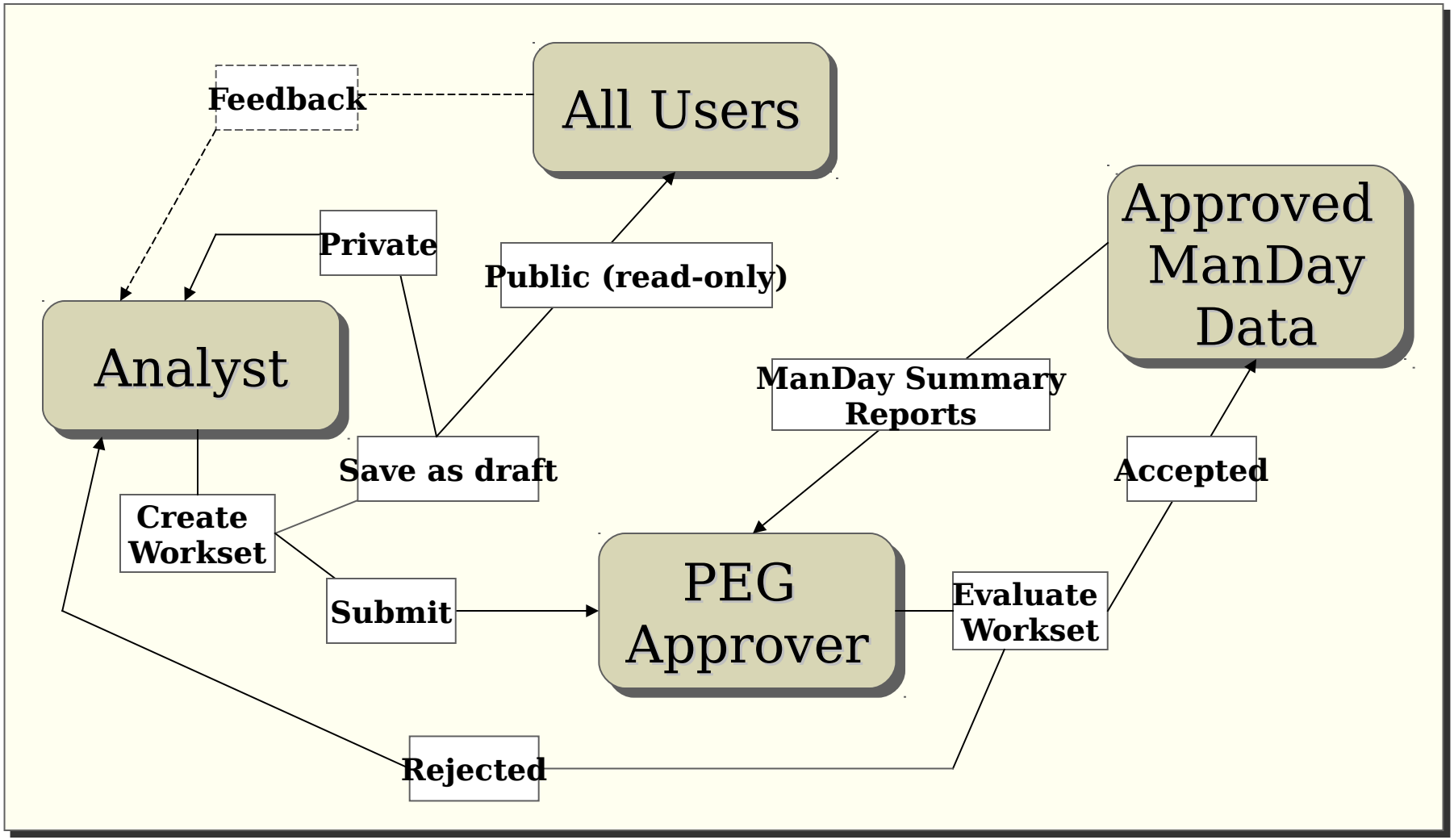
Current ManDay System



ManDay Vision



ManDay Workflow Model



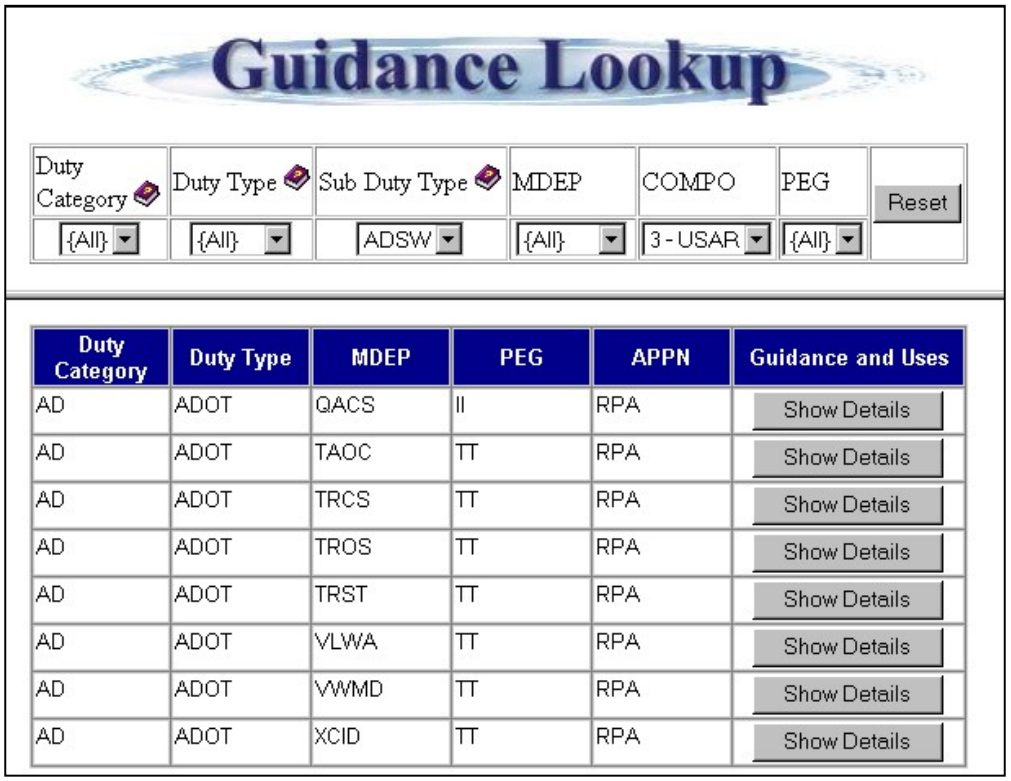
Accessing the ManDay Utility

U.S. Army PAED Home
Data Elements
Data Element Restructure Initiatives
Frequently Asked Questions
Help Topics
Probe Data Introduction
User Information
PPBES Tools (POM Tools)
EIS -- Army Resources Executive Information System
Ask PA&E --- Question & Answer Forum
CINC PE Restructure Reports
Civilian Costing Rates
MS Query Training
Man Day Utility Link
MACOM Brief to PPBC Memo
Probe User Guide
Probe Edit
PEG POC List
POM Calendar
POM Calendar - Print Capability
RFG
PEG Link Page
LOGOFF
U.S. Army Program Analysis and Evaluation Directorate Home Page
To view the primary data elements within the Probe database click on Data Elements. Please note that a userid an
required for access to this site.
Need a Userid? Click Subscribe located on the left frame of the web site.
Need Help? Forget Your Password?
Contact
Mr. Earl Maple at earl.maple@hqda.army.mil. or (703)695-5352
SFC Scott Parker at james.parker@hqda.army.mil. or (703)697-3056
SSG Vickie Bailey at vickie.bailey@hqda.army.mil. or (703)695-5412
Comments? Provide Feedback about the PAED Web Site.
Links to other sites:
SLAMIS
* Best Viewed in 800x600 resolution using Internet Explorer 3.02 and beyond.

ManDay Homepage

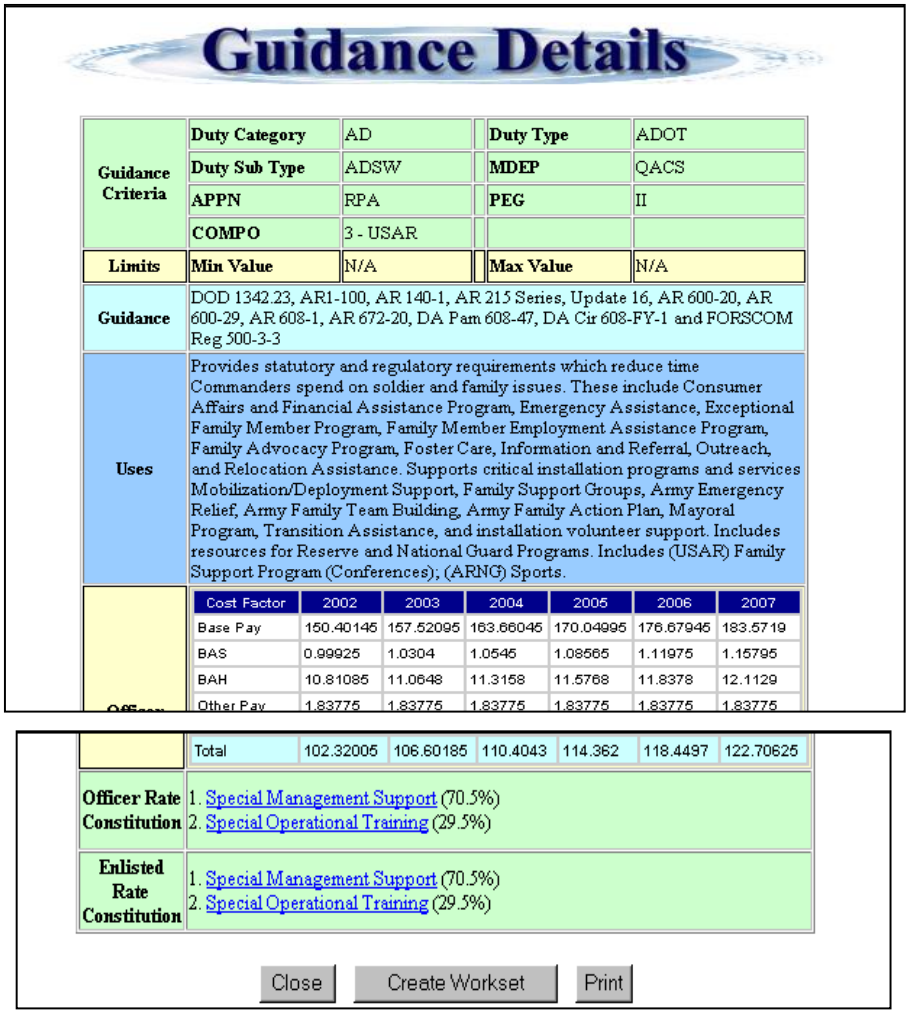
ManDay Options
Home
General Options
Guidance Lookup
Create Workset
My Worksets
Public Draft Worksets
Downloads
Feedback
Workset Administration
Users Guide
Return to PAED
ManDay Utility
Welcome to the Reserve Component Man Day Costing Application!
Requirements Costing
The Manday Application allows users to develop and cost Reserve Component man-day requirements while ensuring that all users use the same methodology and cost rates for their specific requirement(s). The requirements are gathered through a worksets process that support the collection of requested, critical, validated, and funded requirements. Worksets can be saved as drafts or submitted directly. All submitted worksets are validated at the PEG level. To create a workset, please click here.
Guidance Information
The site provides an on-line reference sheet for quick retrieval of guidance information to develop the requirements. Each potential training combination (Training Type, Reserve Component and MDEP) is broken into one or more payset types and each payset type consists of a set of cost factors. The cost factor is the lowest level of rates in the Manday application. The rates are automatically aggregated for easy costing. To acces the guidance information click here.
Feedback and User's Guide
Each page in the application provides users the ability to submit comments or questions through the feedback link as well as a link to an on-line User's Guide. The links are located in the page footer of each page. The User's Guide content is specific to the page you are currently on. To see the table of contents for the User's Guide, click here.
Thanks for visiting and good luck developing your requirements.
Rates Updated On
ARNG: 26 JUL 2001
USAR: 23 JUL 2001
User's Guide
Please submit any questions or comments by clicking here.
American Management Systems

Guidance and Regulatory Information



- Allows users to dynamically filter the programs to find the proper one.
- Provides a Data Dictionary feature.
- Portal to access the detailed guidance information.

Guidance and Regulatory Information



Guidance Details

Guidance Criteria	Duty Category	AD	Duty Type	ADOT
	Duty Sub Type	ADSW	MDEP	QACS
	APPN	RPA	PEG	II
	COMPO	3 - USAR		
Limits	Min Value	N/A	Max Value	N/A
Guidance	DOD 1342.23, AR1-100, AR 140-1, AR 215 Series, Update 16, AR 600-20, AR 600-29, AR 608-1, AR 672-20, DA Pam 608-47, DA Cir 608-FY-1 and FORSCOM Reg 500-3-3			
Uses	Provides statutory and regulatory requirements which reduce time Commanders spend on soldier and family issues. These include Consumer Affairs and Financial Assistance Program, Emergency Assistance, Exceptional Family Member Program, Family Member Employment Assistance Program, Family Advocacy Program, Foster Care, Information and Referral, Outreach, and Relocation Assistance. Supports critical installation programs and services Mobilization/Deployment Support, Family Support Groups, Army Emergency Relief, Army Family Team Building, Army Family Action Plan, Mayoral Program, Transition Assistance, and installation volunteer support. Includes resources for Reserve and National Guard Programs. Includes (USAR) Family Support Program (Conferences); (ARNG) Sports.			

Cost Factor	2002	2003	2004	2005	2006	2007
Base Pay	150.40145	157.52095	163.66045	170.04995	176.67945	183.5719
BAS	0.99925	1.0304	1.0545	1.08565	1.11975	1.15795
BAH	10.81085	11.0648	11.3158	11.5768	11.8378	12.1129
Other Pay	1.83775	1.83775	1.83775	1.83775	1.83775	1.83775
Total	102.32005	106.60185	110.4043	114.362	118.4497	122.70625

Officer Rate Constitution	1. Special Management Support (70.5%) 2. Special Operational Training (29.5%)
Enlisted Rate Constitution	1. Special Management Support (70.5%) 2. Special Operational Training (29.5%)

Close | Create Workset | Print

- Displays detailed information about the guidance and uses for the program.
- Provides rates and payset allocation information.
- Allows the user to directly create a workset.
- See the example on the next slide.

ManDay Rate Calculation

Special Management Support USAR Office

Cost Factor	2002	2003	2004	2005	2006	2007
Base Pay	149.72	156.81	162.92	169.28	175.88	182.74
BAS	1.25	1.29	1.32	1.36	1.4	1.45
BAH	13.28	13.59	13.9	14.22	14.54	14.88
Other Pay	2.59	2.59	2.59	2.59	2.59	2.59
FICA	11.45	12	12.46	12.95	13.45	13.98
Retired Pay	21.56	22.58	23.46	24.38	25.33	26.31
Travel	12.88	13.07	13.33	13.6	13.87	14.15
Per Diem	24.41	24.78	25.28	25.78	26.3	26.82
Transportation	0.28	0.29	0.29	0.3	0.3	0.31
Total	**237.42**	**247**	**255.55**	**264.46**	**273.66**	**283.23**

Special Operational Training USAR Office

Cost Factor	2002	2003	2004	2005	2006	2007
Base Pay	152.03	159.22	165.43	171.89	178.59	185.56
BAS	0.4	0.41	0.42	0.43	0.45	0.46
BAH	4.91	5.03	5.14	5.26	5.38	5.5
Other Pay	0.04	0.04	0.04	0.04	0.04	0.04
FICA	11.63	12.18	12.66	13.15	13.66	14.19
Retired Pay	21.89	22.93	23.82	24.75	25.72	26.72
Travel	15.1	15.33	15.64	15.95	16.27	16.59
Per Diem	28.82	29.25	29.84	30.44	31.05	31.67
Transportation	0.7	0.72	0.73	0.74	0.76	0.77
Total	**235.52**	**245.11**	**253.72**	**262.65**	**271.92**	**281.5**

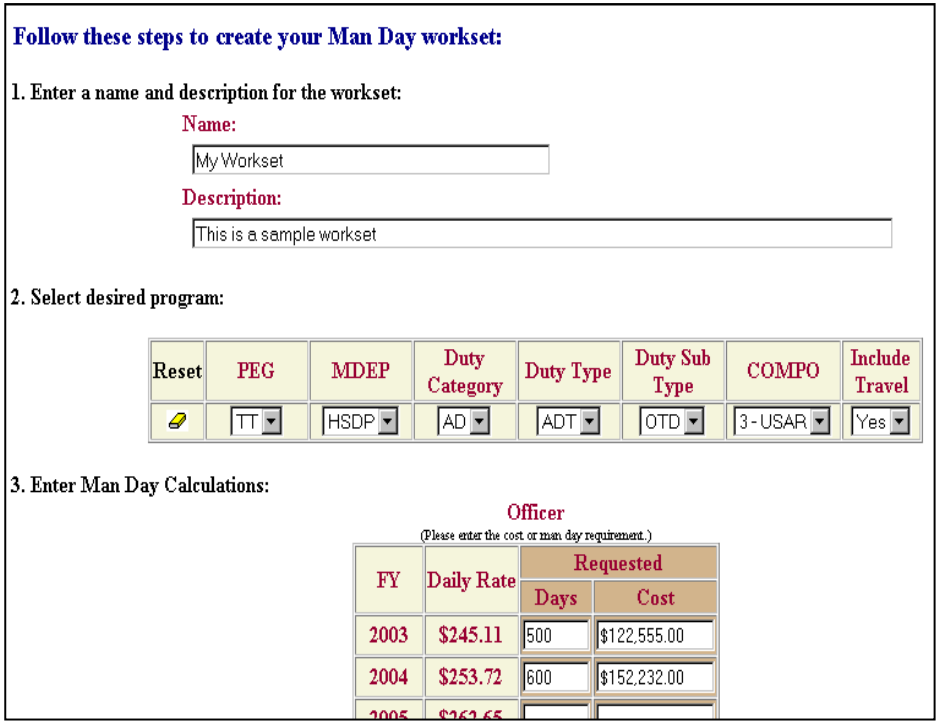
70.5 %

29.5 %

Officer Aggregate Rates

Cost Factor	2002	2003	2004	2005	2006	2007
Base Pay	150.40145	157.52095	163.66045	170.04995	176.67945	183.5719
BAS	0.99925	1.0304	1.0545	1.08565	1.11975	1.15795
BAH	10.81085	11.0648	11.3158	11.5768	11.8378	12.1129
Other Pay	1.83775	1.83775	1.83775	1.83775	1.83775	1.83775
FICA	11.5031	12.0531	12.519	13.009	13.51195	14.04195
Retired Pay	21.65735	22.68325	23.5662	24.48915	25.44505	26.43095
Travel	13.5349	13.7367	14.01145	14.29325	14.578	14.8698
Per Diem	25.71095	26.09865	26.6252	27.1547	27.70125	28.25075
Transportation	0.4039	0.41685	0.4198	0.4298	0.4357	0.4457
Total	236.8595	246.44245	255.01015	263.92605	273.1467	282.71965

Create Workset – Summary Page



Follow these steps to create your Man Day workset:

1. Enter a name and description for the workset:

Name: My Workset

Description: This is a sample workset

2. Select desired program:

Reset	PEG	MDEP	Duty Category	Duty Type	Duty Sub Type	COMPO	Include Travel
	TT	HSDP	AD	ADT	OTD	3 - USAR	Yes

3. Enter Man Day Calculations:

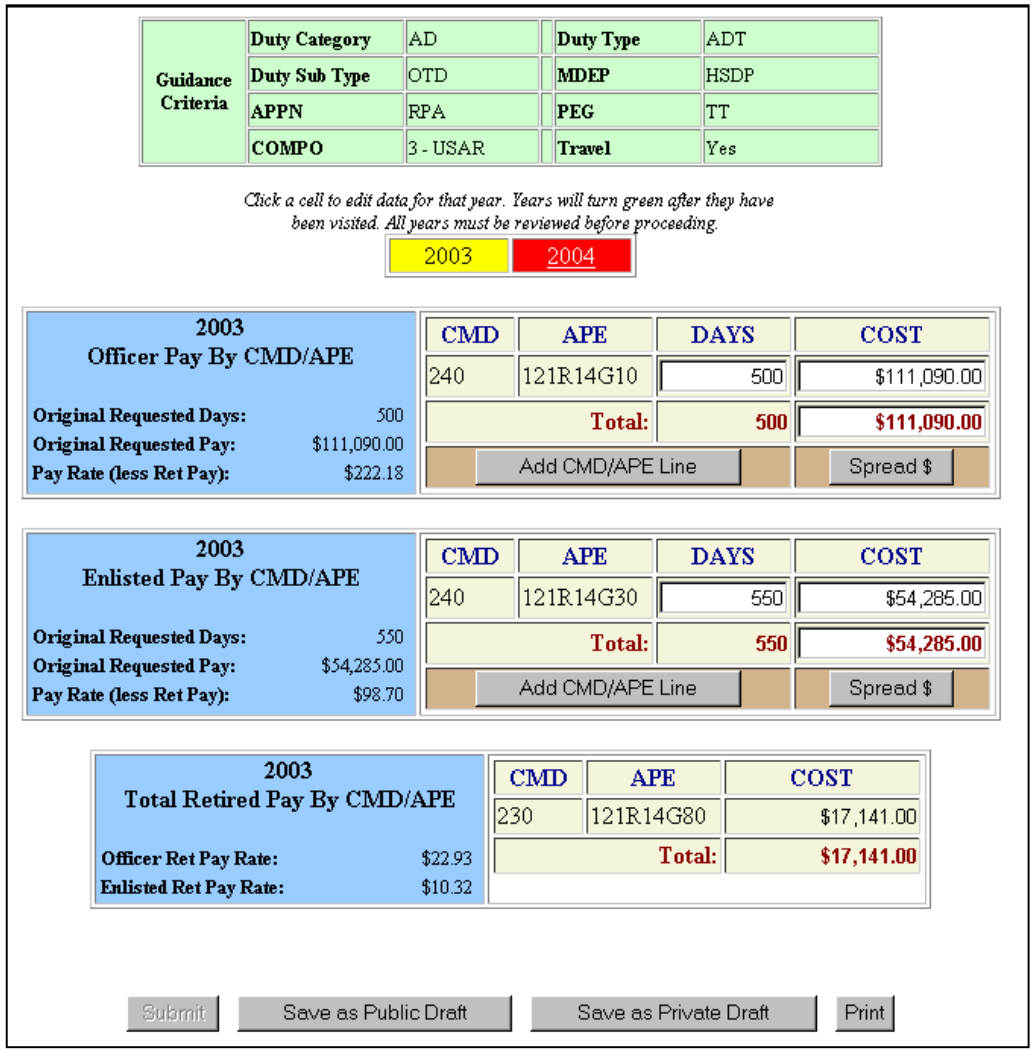
Officer

(Please enter the cost or man day requirement.)

FY	Daily Rate	Requested	
		Days	Cost
2003	$245.11	500	$122,555.00
2004	$253.72	600	$152,232.00
2005	$262.65		

- Solicits the program to create the workset for.
- Displays the rate and accepts the requested mandays by personnel type and year.
- Reset functionality to clear the program selection and start over.

Create Workset – USAR Detail Page



Guidance Criteria				
	Duty Category	AD	Duty Type	ADT
	Duty Sub Type	OTD	MDEP	HSDP
	APPN	RPA	PEG	TT
	COMPO	3 - USAR	Travel	Yes

Click a cell to edit data for that year. Years will turn green after they have been visited. All years must be reviewed before proceeding.

2003 | 2004

2003 Officer Pay By CMD/APE

Original Requested Days: 500
Original Requested Pay: $111,090.00
Pay Rate (less Ret Pay): $222.18

CMD	APE	DAYS	COST
240	121R14G10	500	$111,090.00
	Total:	500	$111,090.00

Add CMD/APE Line | Spread $

2003 Enlisted Pay By CMD/APE

Original Requested Days: 550
Original Requested Pay: $54,285.00
Pay Rate (less Ret Pay): $98.70

CMD	APE	DAYS	COST
240	121R14G30	550	$54,285.00
	Total:	550	$54,285.00

Add CMD/APE Line | Spread $

2003 Total Retired Pay By CMD/APE

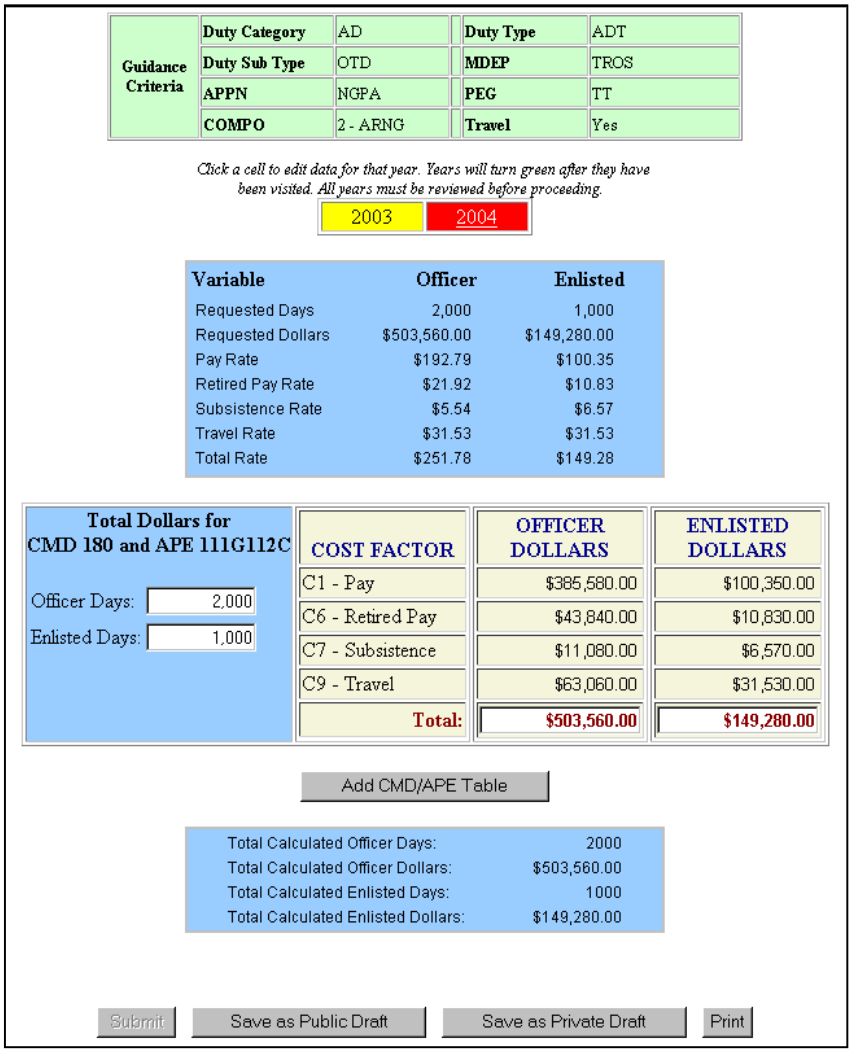
Officer Ret Pay Rate: $22.93
Enlisted Ret Pay Rate: $10.32

CMD	APE	COST
230	121R14G80	$17,141.00
	Total:	$17,141.00

Submit | Save as Public Draft | Save as Private Draft | Print

- Spreads the days among APE and CMD based on last years POM.
- Separate display for Officer, Enlisted, and Retired Pay.
- Each FY is displayed on its own page.
- Spread functionality for entering a total dollar amount.

Create Workset – ARNG Detail Page



Guidance Criteria				
	Duty Category	AD	Duty Type	ADT
	Duty Sub Type	OTD	MDEP	TROS
	APPN	NGPA	PEG	TT
	COMPO	2 - ARNG	Travel	Yes

Click a cell to edit data for that year. Years will turn green after they have been visited. All years must be reviewed before proceeding.

2003 | 2004

Variable	Officer	Enlisted
Requested Days	2,000	1,000
Requested Dollars	$503,560.00	$149,280.00
Pay Rate	$192.79	$100.35
Retired Pay Rate	$21.92	$10.83
Subsistence Rate	$5.54	$6.57
Travel Rate	$31.53	$31.53
Total Rate	$251.78	$149.28

Total Dollars for CMD 180 and APE 111G112C

Officer Days: 2,000

Enlisted Days: 1,000

COST FACTOR	OFFICER DOLLARS	ENLISTED DOLLARS
C1 - Pay	$385,580.00	$100,350.00
C6 - Retired Pay	$43,840.00	$10,830.00
C7 - Subsistence	$11,080.00	$6,570.00
C9 - Travel	$63,060.00	$31,530.00
Total:	$503,560.00	$149,280.00

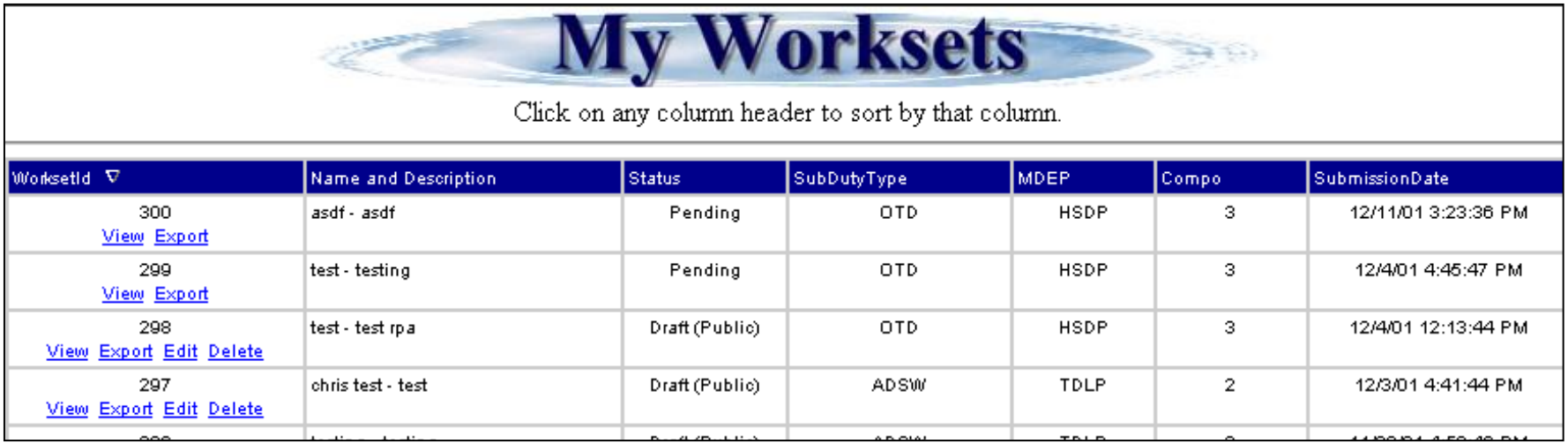
Add CMD/APE Table

Total Calculated Officer Days:	2000
Total Calculated Officer Dollars:	$503,560.00
Total Calculated Enlisted Days:	1000
Total Calculated Enlisted Dollars:	$149,280.00

Submit | Save as Public Draft | Save as Private Draft | Print

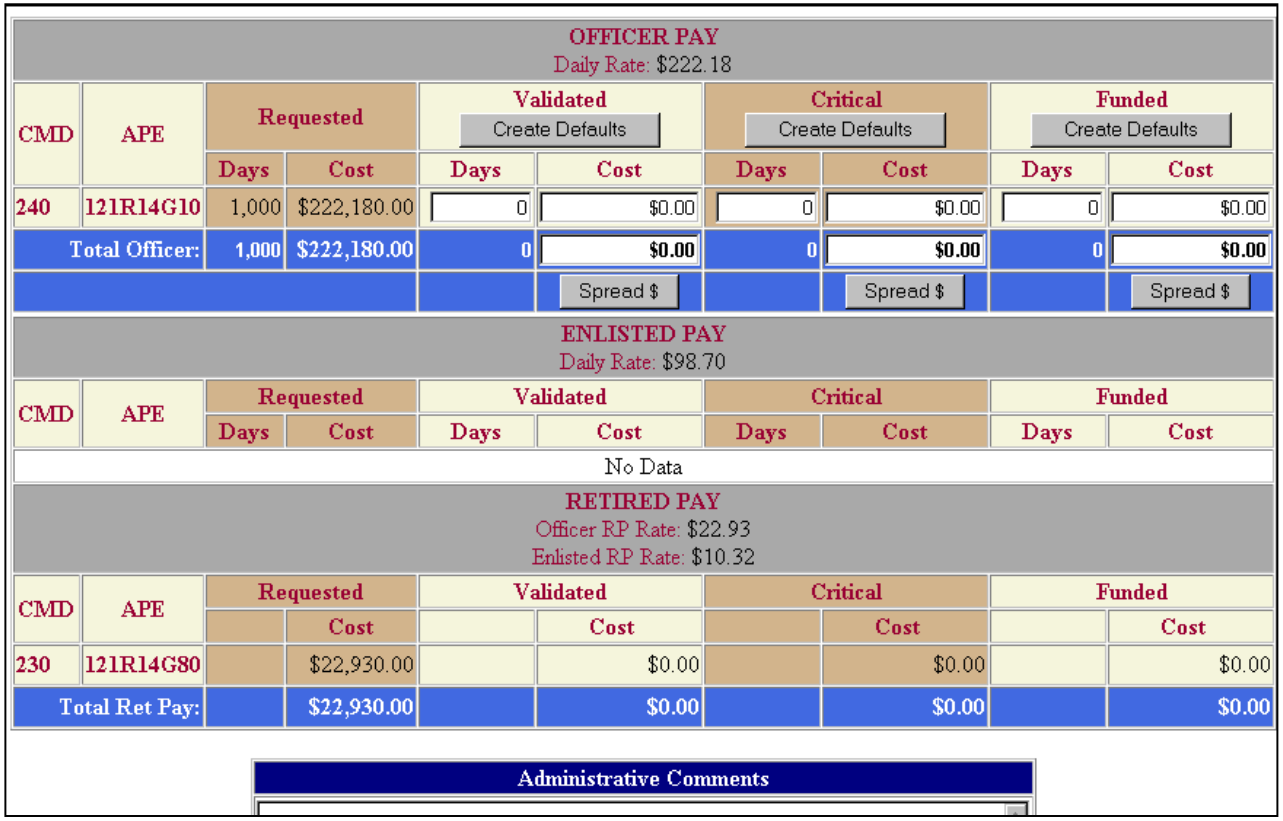
- Spreads the days among APE and CMD based on last years POM.
- Separate display for Officer and Enlisted.
- Each FY is displayed on its own page.
- Spread functionality for entering a total dollar amount coming soon.

Workset List



- Lists all worksets and their status.
- Displays View, Edit, Export, and Delete options as available (depending on the workset status).

USAR Evaluate Workset Screen



OFFICER PAY
Daily Rate: $222.18

CMD	APE	Requested		Validated (Create Defaults)		Critical (Create Defaults)		Funded (Create Defaults)	
		Days	Cost	Days	Cost	Days	Cost	Days	Cost
240	121R14G10	1,000	$222,180.00	0	$0.00	0	$0.00	0	$0.00
Total Officer:		1,000	$222,180.00	0	$0.00	0	$0.00	0	$0.00
					Spread $		Spread $		Spread $

ENLISTED PAY
Daily Rate: $98.70

CMD	APE	Requested		Validated		Critical		Funded	
		Days	Cost	Days	Cost	Days	Cost	Days	Cost
No Data									

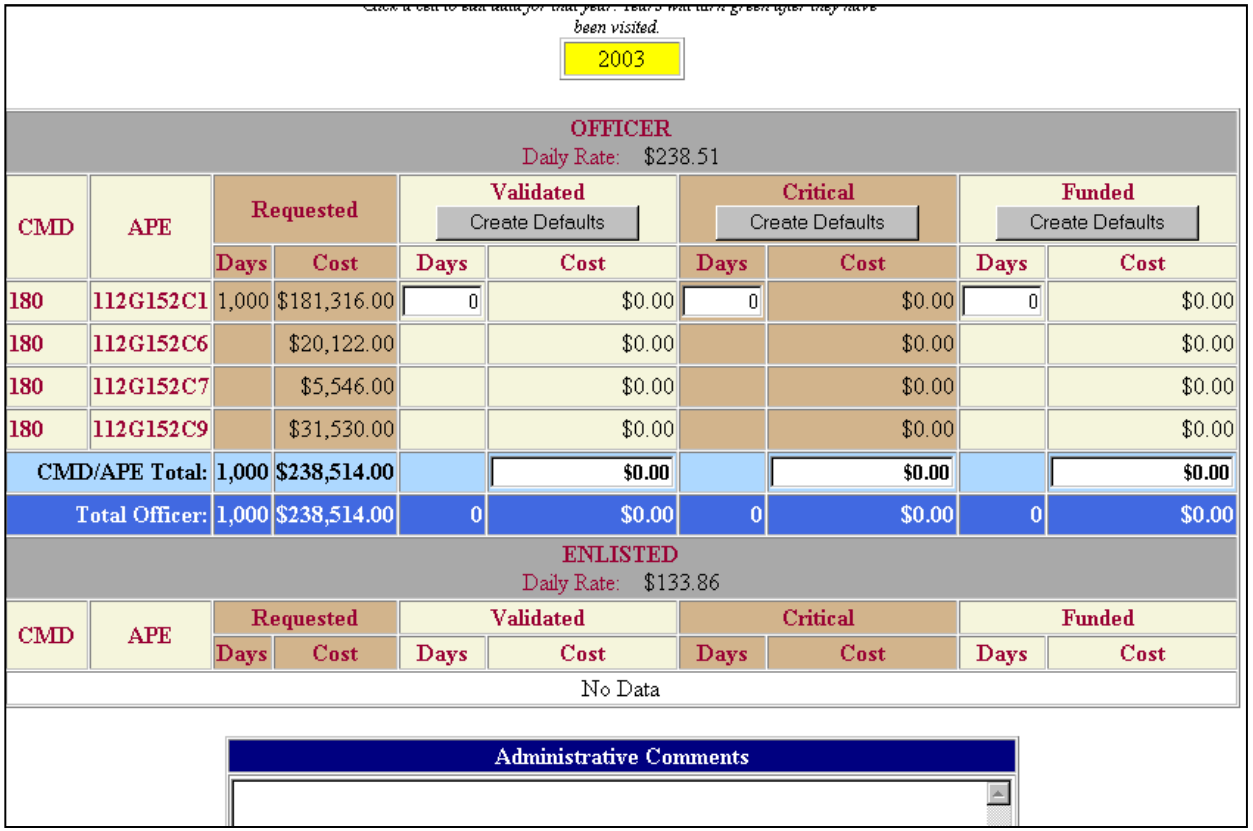
RETIRED PAY
Officer RP Rate: $22.93
Enlisted RP Rate: $10.32

CMD	APE	Requested		Validated		Critical		Funded	
			Cost		Cost		Cost		Cost
230	121R14G80		$22,930.00		$0.00		$0.00		$0.00
Total Ret Pay:			$22,930.00		$0.00		$0.00		$0.00

Administrative Comments

- Lets the approver enter validated and critical requirements and funding.
- Includes spread functionality.
- Requires a comment for rejected worksets.

ARNG Evaluate Workset Screen



been visited.

2003

OFFICER

Daily Rate: $238.51

CMD	APE	Requested		Validated (Create Defaults)		Critical (Create Defaults)		Funded (Create Defaults)	
		Days	Cost	Days	Cost	Days	Cost	Days	Cost
180	112G152C1	1,000	$181,316.00	0	$0.00	0	$0.00	0	$0.00
180	112G152C6		$20,122.00		$0.00		$0.00		$0.00
180	112G152C7		$5,546.00		$0.00		$0.00		$0.00
180	112G152C9		$31,530.00		$0.00		$0.00		$0.00
CMD/APE Total:		1,000	$238,514.00		$0.00		$0.00		$0.00
Total Officer:		1,000	$238,514.00	0	$0.00	0	$0.00	0	$0.00

ENLISTED

Daily Rate: $133.86

CMD	APE	Requested		Validated		Critical		Funded	
		Days	Cost	Days	Cost	Days	Cost	Days	Cost

No Data

Administrative Comments

- Lets the approver enter validated and critical requirements and funding.
- Spread functionality coming soon.
- Requires a comment for rejected worksets.

ManDay Audit Trail

Workset Audit Trail

WorksetId	ModifiedBy	Action	pType	FY	Old Manday Value	New Manday Value	ActionTime
205	MAJ THOMAS EVANS	Added Value	O	2007	0	70899	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	E	2007	0	22560	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	O	2006	0	73469	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	E	2006	0	21061	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	O	2005	0	19032	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	E	2005	0	23781	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	O	2004	0	17529	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	E	2004	0	3586	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	O	2003	0	20431	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Added Value	E	2003	0	4518	10/18/01 3:22:50 PM
205	MAJ THOMAS EVANS	Created Workset					10/18/01 3:22:50 PM
204	MAJ THOMAS EVANS	Added Value	O	2007	0	39388	10/18/01 3:19:48 PM
204	MAJ THOMAS EVANS	Added Value	E	2007	0	29440	10/18/01 3:19:48 PM
204	MAJ THOMAS EVANS	Added Value	O	2006	0	40816	10/18/01 3:19:48 PM
204	MAJ THOMAS EVANS	Added Value	E	2006	0	28375	10/18/01 3:19:48 PM

|< << >> >| Page : 1 of 270

Manday and Cost Factor Excel Reports

	A	B	C	D
1	**RequirementType**	Requested		
2	**DutyCategory**	(All)		
3	**DutyType**	(All)		
4	**SubDutyType**	(All)		
5	**Compo**	(All)		
6	**Appn**	(All)		
7	**Peg**	(All)		
8	**FY**	(All)		
9	**Soldier Type**	(All)		
10	**Travel**	(All)		
11				
12			**Data**	
13	**Mdep**	**PaysetType**	***Dollars***	***Man Days***
14	TRCS	Special Command Staff Support Supervision	$25,346,074.08	116,198
15		Special Management Support	$23,750,909.36	135,663
16		Special Operational Training	$21,700,863.63	122,971
17		Special Recruiting	$2,593,132.68	13,375
18	TRCS Total		$73,390,979.75	388,206
19	TAGP	Special Command Staff Support Supervision	$2,636,672.20	7,802
20	TAGP Total		$2,636,672.20	7,802
21	QACS	Special Management Support	$23,951,822.78	174,669
22		Special Operational Training	$10,223,532.25	73,089
23		Special Competitive Events	$25,078,644.87	167,505
24	QACS Total		$59,253,999.90	415,263
25	RJT9	Special Operational Training	$17,885,274.00	107,550
26	RJT9 Total		$17,885,274.00	107,550
27	AR1R	Special Operational Training	$54,636,508.79	460,469
28		Unit Conversion	$77,845,319.10	518,739
29		Unit Conversion Training	$16,993,568.40	129,685
30	AR1R Total		$149,475,396.29	1,108,893
31	MDTL	Special Operational Training	$26,430,533.54	216,182

PROBE Comparison - MDEP Level

MDEP Level PROBE Comparison

This page allows you to compare the Manday requirements to PROBE funding by MDEP and Appn.
Note that all amounts are displayed in thousands.

1. Select PEG, MDEP, and Appn:

PEG:	II	MDEP:	MS4X	APPN:	RPA	Reset

2. Select PROBE funding position to compare Manday requirements against:

PROBE Position:	BESPOM0307 BP6.0

3. PROBE funding and Manday requirements comparison:

Manday Requirement	2003			2004			2005			2006			2007			All POM Years		
	ManDay	PROBE	Delta	ManDay	PROBE	Delta	ManDay	PROBE	Delta	ManDay	PROBE	Delta	ManDay	PROBE	Delta	ManDay	PROBE	Delta
Requested	$89,007	$51	$(88,956)	$54	$51	$(3)	$193	$26	$(167)	$29	$26	$(3)	$31	$27	$(4)	$89,315	$181	$(89,134)
Validated	$233		$(182)	$52		$(1)	$191		$(165)	$26		$0	$27		$0	$529		$(348)
Critical	$233		$(182)	$52		$(1)	$191		$(165)	$26		$0	$27		$0	$529		$(348)
Funded	$233		$(182)	$52		$(1)	$191		$(165)	$26		$0	$27		$0	$529		$(348)

PROBE Comparison - PEG Level

MANDAY AND PROBE COMPARISON REPORT

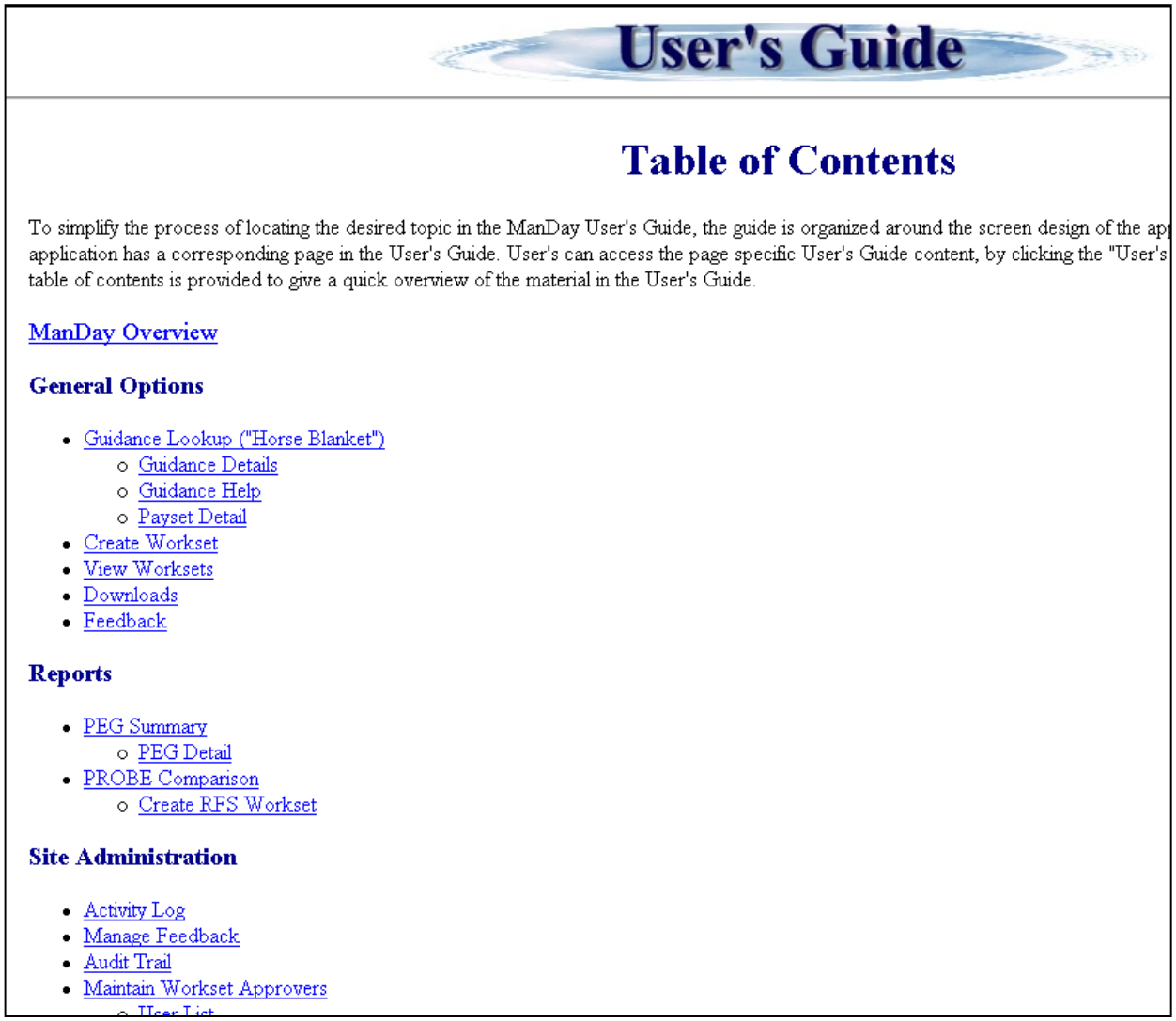
MDEP	(All)
PEG	(All)
CMD	(All)
APE	(All)

Probe Cycle Selected: POM0307 PF3.5

Drag and Drop Column and Filter Headings to change the level of detail.

Appn	Type	Data	FY 2003	2004	2005	2006	2007	Grand Total
NGPA	*Critical*	Probe	7,564					7,564
		Manday	7,155					7,155
		Delta	409					409
	Funded	Probe	7,564					7,564
		Manday	8,348					8,348
		Delta	-784					-784
	Requested	Probe	41,309	19,257	34,872	24,751	19,693	139,882
		Manday	28,466	332	14,323	9,769	96	52,986
		Delta	12,842	18,924	20,548	14,981	19,598	86,893
	Validated	Probe	7,564					7,564
		Manday	12,164					12,164
		Delta	-4,600					-4,600
NGPA Probe			64,001	19,257	34,872	24,751	19,693	162,574
NGPA Manday			56,134	332	14,323	9,769	96	80,653
NGPA Delta			7,867	18,924	20,548	14,981	19,598	81,918
Total Probe			64,001	19,257	34,872	24,751	19,693	162,574
Total Manday			56,134	332	14,323	9,769	96	80,653
Total Delta			7,867	18,924	20,548	14,981	19,598	81,918

Online User's Guide



User's Guide

Table of Contents

To simplify the process of locating the desired topic in the ManDay User's Guide, the guide is organized around the screen design of the ap application has a corresponding page in the User's Guide. User's can access the page specific User's Guide content, by clicking the "User's table of contents is provided to give a quick overview of the material in the User's Guide.

ManDay Overview

General Options

- Guidance Lookup ("Horse Blanket")
  - Guidance Details
  - Guidance Help
  - Payset Detail
- Create Workset
- View Worksets
- Downloads
- Feedback

Reports

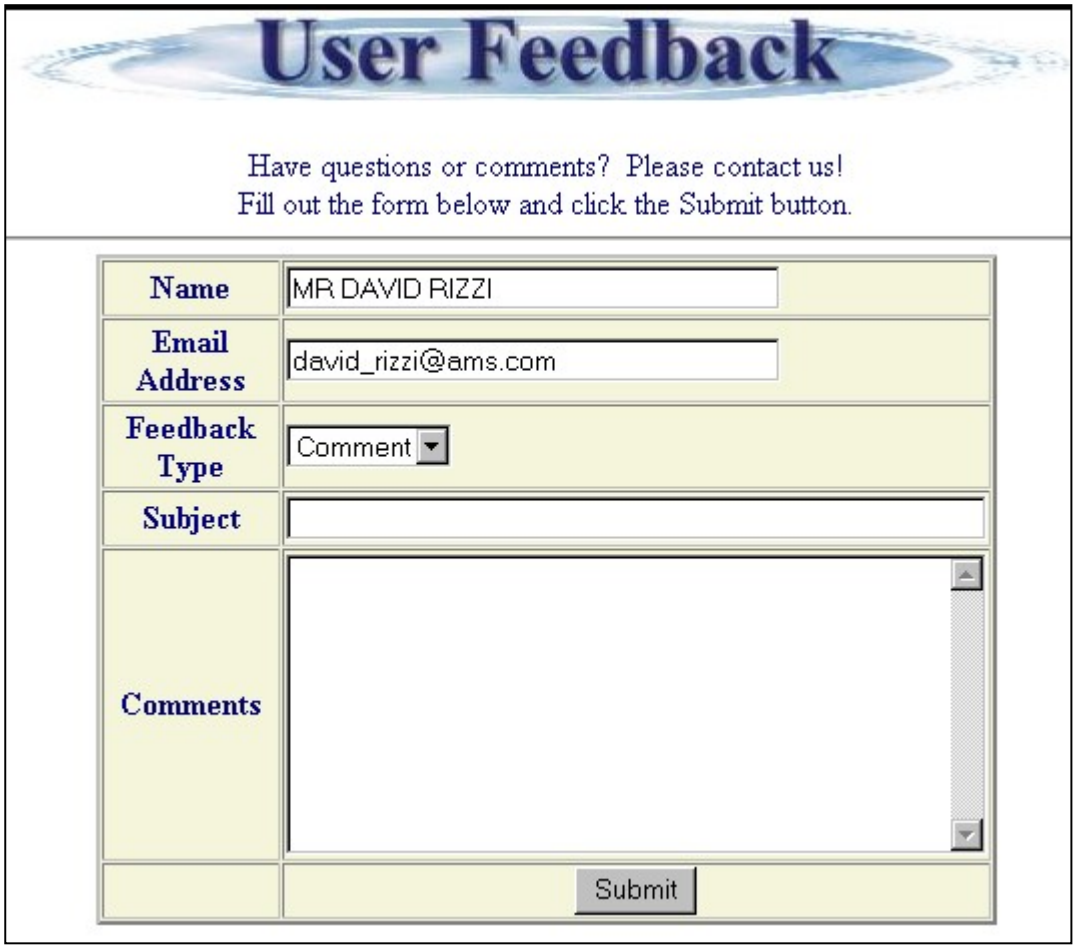
- PEG Summary
  - PEG Detail
- PROBE Comparison
  - Create RFS Workset

Site Administration

- Activity Log
- Manage Feedback
- Audit Trail
- Maintain Workset Approvers
  - User List

- Access the Online User's Guide from the page footer.
- Context specific based on current page.

User Feedback



- Online feedback feature.
- Access from any page footer.
- Automatically emailed to system administrators.

Questions?

- Please do not hesitate to contact MAJ Monge (703-697-0260/9340), Mark Visbeck (mark_visbeck@ams.com; 703-267-2225), or Christopher Briggs (christopher_briggs@ams.com) if you have any further questions.